

**Policy Title**

Extension of Tenure Clock and Post Tenure Review.

**Statement**

To provide additional flexibility for tenure-track faculty members and faculty members eligible for post-tenure review by acknowledging that anticipated or unanticipated life events may hinder faculty members from fully demonstrating their professional qualifications and continued growth in the areas of Student Intellectual Development, Scholarly Activity, and Professional Stewardship.

**Scope**

This policy applies to faculty members hired on a tenure-track line or with rank and tenure in consultation with the Faculty Bylaws and subject to review by Academic Leadership, Faculty Conference, and Senior Leadership.

**Policy**

This policy extends when an individual is required or elects to apply for promotion, tenure, and/or post-tenure review. For situations where a tenure-track or a ranked tenured faculty member has documentation of a situation that has been determined to have the potential to significantly delay the progress of their development and ability to work, the provost can approve a one- to two-year maximum extension.

**Procedure:**

A tenure-track faculty member who experiences an FMLA qualifying event resulting in 60+ consecutive days of FMLA leave or who experiences other non-FMLA-related extenuating circumstances may request a one-year tenure clock extension. Similarly, a ranked tenured faculty member who experiences an FMLA qualifying event resulting in 60+ consecutive days of FMLA leave or who experiences other non-FMLA-related extenuating circumstances may request a one-year extension for post-tenure review. Reasons for an approved tenure/post-tenure review extension may include the birth, adoption, or foster placement of a child resulting in extended leave or extended leave due to FMLA-approved serious illness of the faculty member or a covered family member. Extenuating circumstances may include the death of a spouse/partner or other immediate family member. The faculty member may request up to two one-year extensions every six years.

If the extension request is denied, or a faculty member needs more than two years, they may submit a written appeal with a supporting letter from their department chair or dean to the Academic Freedom, Tenure, and Promotion Committee. The Academic Freedom, Tenure, and Promotion Committee will make a recommendation to the provost, who will make the final decision.

Extension requests must be submitted to the provost using the Request for Extension of Tenure/Post-Tenure Review Form. The Office of Human Resources will confirm with the

provost the necessary information regarding the faculty member's period of approved FMLA leave. In the event the faculty member is unable to submit the request form, the department chair or dean may submit the form to the provost on behalf of the faculty member. The faculty member, department chair, or dean must initiate the form within 90 days (about three months) of the approved FMLA dates or of the occurrence of the event. Requests for additional time for tenure/post-tenure review extension submitted 90 days after the approved FMLA dates or of the occurrence of the event may result in denial.

For non-FMLA-related requests, the tenure/post-tenure review extension form must be submitted to the Provost office and must include a justification and appropriate documentation. (The request form and supporting documents should not include any specific medical information about the faculty member or family member, including details about diseases and disorders).

## Extension of Tenure/Post-Tenure Review Request Form

### Policy Background:

This form is to be used by faculty members who request an extension of their tenure clock or post-tenure review timeline, as per the policy outlined in the faculty handbook. The approval of such extensions is subject to review by the Academic Leadership, Faculty Conference, and Senior Leadership.

### Requester Information:

Full Name:

Department:

Rank:

Email:

Contact Number:

I am requesting a one-year extension for:

Tenure

Post tenure review

Please select the reason for your request:

Extension due to FMLA qualifying event resulting in 60+ consecutive days of leave

Non-FMLA qualifying event.

If the request is due to a non-FMLA qualifying event briefly explain the situation and the reason for requesting an extension.

Supporting Documentation:

Please attach the necessary supporting documents for non-FMLA related requests before submitting your application to the provost.

Approval Request:

I hereby request an extension of my tenure clock/post-tenure review timeline in accordance with the policy \_\_\_\_\_. I understand that I must provide Human Resources with required medical documentation for FMLA qualifying events.

Faculty Name: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department Chair: \_\_\_\_\_

Date:

\_\_\_\_\_

Dean: \_\_\_\_\_

Date: \_\_\_\_\_

Signature HR: \_\_\_\_\_

Verified Documents: Yes \_\_\_ No \_\_\_

Date: \_\_\_\_\_

Provost: \_\_\_\_\_

Decision:

Approve\_\_\_ Deny\_\_\_

Date: \_\_\_\_\_